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22 August 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report --  
Week Ending 22 August 1975

1. Midwest Campus Climate: Recruiter [ ] in making up his recruiting schedule for fall and winter recruiting in the Midwest, reports on the improved climate of the campuses. In telephone interviews with placement officials at several of the "big ten" campuses, he reports that Professor James Marks at Wisconsin believes CIA would not encounter problems on the campus this year, as things have been quiet for two years. At Minnesota, placement official Lee Ponto stated that last year Dow Chemical, NSA and military recruiters experienced no problems. We have not made on-campus commitments at these universities to date as we are still exploring the market, but we find their views instructive and in sharp contrast to previous years. (Previously reported at 8:30 Meeting.)

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2. Special Recruitment: Mr. [ ] of the Office of Economic Research and Recruiter [ ] interviewed 26 agricultural economists at the American Agricultural Economic Conference at Ohio State University on 11 and 12 August. The OER representative was favorably impressed with the quality of the candidates and is hopeful of filling some of OER's immediate vacancies.

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3. Special Advertisement: The response to our recent ad for Data Processing Research and Signal Processing Research candidates for the Office of Research and Development has been unusually heavy. To date 127 responses have been received. The ad ran in the New York Times and in the Los Angeles Times. (Previously reported at 8:30 Meeting.)

4. House Select Committee Investigation:

a. On Thursday, 21 August 1975, I met with Miss Emily Scketoff, an investigator from the House Select Committee, in the Office of Personnel Conference Room on the subject of employees detailed from CIA to other Government agencies. Also at the meeting were Mr. [ ]

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[redacted] both of OP. A separate report on this meeting has been forwarded to the Review Staff through DD/A.

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b. Miss [redacted] Chief, Clerical Staffing Branch/OP, has accompanied one young lady, and is scheduled to accompany four others today, 22 April, to respond to a request from the House Select Committee staff. These employees had been detailed directly to NSC from Temporary Assignment Section/OP and have not served in any permanent position in the Agency. (Previously reported at 8:30 Meeting.)

5. TAS Assistance to FOIA: The Chief, Clerical Staffing Branch/OP, has been asked to Mr. [redacted] DDA/FOIA Coordinator, for assistance in clearing up a typing backlog. The work is unclassified and involves typing names and addresses on the letters which uncleared personnel in the Temporary Assignment Section could easily handle. To the extent that typists are available in TAS, we will, of course, be pleased to provide the assistance requested. The typing will be sent to TAS to be completed there and then returned to DDA for folding and mailing.

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6. Military Details: Annual Military Occupational Testing was completed this week for the 19 military policemen stationed at [redacted]. The evaluation tests are used by the Department of the Army in measuring an individual's proficiency in his career field.

7. Position Management:

a. A meeting was held with the Director of Political Research/DDI to discuss the upcoming position management survey and specifically the establishment of an administrative officer position.

b. Discussions were held with the Chief, Engineering Laboratory/OC, concerning organizational changes.

8. Passport Regulations: We forwarded proposed new regulations on passport control to Regulations Control Branch for coordination and publication.

9. FOIA: From 16 July to 15 August there were 1,775 responses to FOIA requests received from IRS and processed in the Office of Personnel. Of the 1,775 names checked, there were no records on 1,710 names; only card notations in our Applicant Files Section or Contract Personnel Division on 52 names; and either Applicant, Contract or Official Personnel Folders on 13 names. OP had records on 2.9 percent and files on less than one percent. (Previously reported at 8:30 Meeting.)

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10. Summer Only Program: On 15 August, 45 Summer Only employees completed their exit processing in the auditorium. The auditorium has been reserved for today and next Friday to conduct a similar exercise for these employees who are completing their summer assignments.

11. EAF and PSAS Pamphlets: Drafts of information pamphlets concerning EAF and PSAS have been finalized. These pamphlets will be distributed in conjunction with the forthcoming Combined Federal Campaign.

12. Burglary at State: On Wednesday, 13 August, the Passport Office at the Department of State was burglarized. One typewriter was stolen and two destroyed. As far as we know, no passports or records were stolen or destroyed. This information was passed to Cover and Commercial Staff.

Coming Events:

1. We plan to finalize our review of DDA Developmental Profiles.

2. Our Plans Staff will get ready for the fifth running of the Career Counseling Course to be held the first week in September.

(Signed) F. W. M. Janney

F. W. M. Janney  
Director of Personnel

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